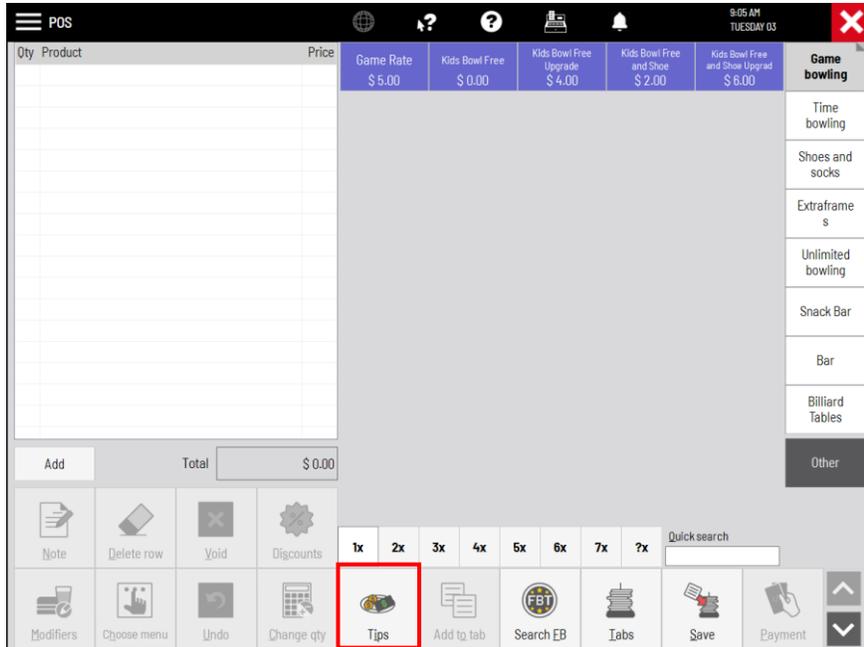


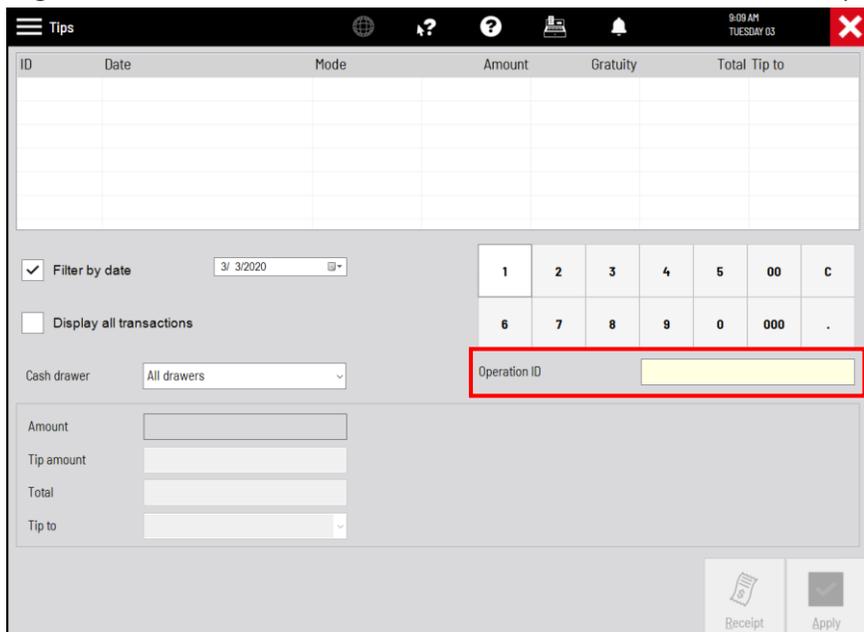
## Conqueror X: Credit Card Tip Entry

This document is designed to give step by step instructions on how to enter a tip into Conqueror X POS that was left on a credit card receipt.

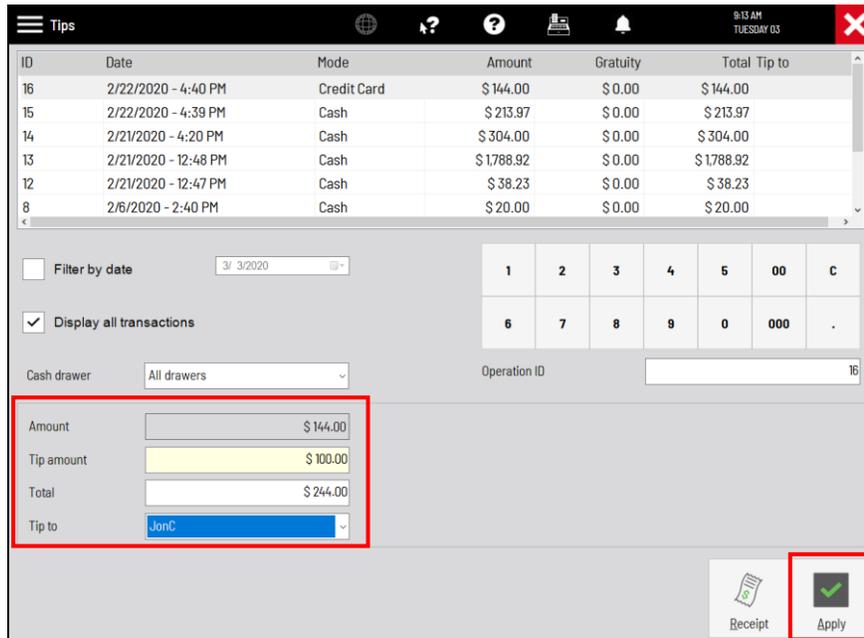
- From the Conqueror X POS screen, click on the “Tips” button at the bottom of the screen.



- Enter the “Trans ID” found on the credit card receipt into the “Operation ID” field or find the credit card transaction by scrolling through the list of transactions. The most recent transaction will be at the top of the list.

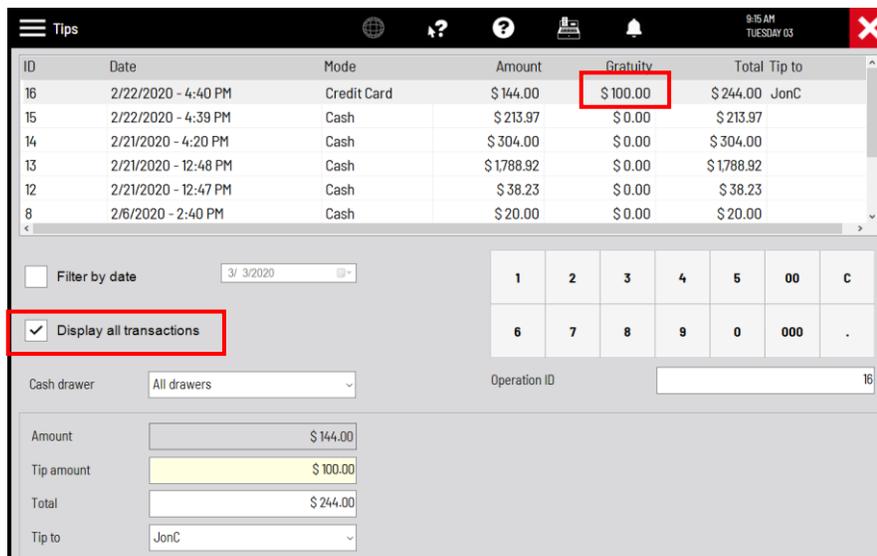


3. Enter the amount of the tip into the field “Tip amount.”
4. Verify the employee receiving the tip by ensuring their name is in the “Tip to” field.
5. Click on the “Apply” button to finalize the transaction.



The screenshot shows the 'Tips' module interface. At the top, there is a navigation bar with a menu icon, a globe, a question mark, a printer icon, a bell, and a close button (red X). The date and time are displayed as '9:13 AM TUESDAY 03'. Below the navigation bar is a table of transactions with columns: ID, Date, Mode, Amount, Gratuity, and Total Tip to. The table contains several rows of data. Below the table, there are several controls: a 'Filter by date' dropdown set to '3/ 3/2020', a 'Display all transactions' checkbox which is checked, a 'Cash drawer' dropdown set to 'All drawers', and an 'Operation ID' field with the value '16'. In the center, there is a form with four fields: 'Amount' (set to \$144.00), 'Tip amount' (set to \$100.00), 'Total' (set to \$244.00), and 'Tip to' (set to 'JonC'). At the bottom right, there are two buttons: 'Receipt' and 'Apply'.

6. To verify the transaction was completed correctly, click the box “Display all transactions” and look for the transaction just completed (usually the top line transaction) to verify the amount in the “Gratuity” column and the employee in the “Tip to” column.



This screenshot is similar to the previous one, but the 'Display all transactions' checkbox is highlighted with a red box. In the table, the 'Gratuity' column for the top transaction (ID 16) is highlighted with a red box, showing a value of '\$100.00'. The 'Tip to' column for the same transaction shows 'JonC'.

7. Close the module by clicking on the red X in the upper right corner of the screen.